

From: Piro, Peter (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=DPH/CN=RECIPIENTS/CN=PPIRO>
Sent: Wednesday, November 5, 2003 4:51 PM
To: DiNatale, Margaret (DPH) <Margaret.DiNatale@dph.state.ma.us>; Tisei, Nancy (DPH) <Nancy.Tisei@dph.state.ma.us>; Farak, Sonja (DPH) <Sonja.Farak@dph.state.ma.us>
Cc: George, Harvey (DPH) <Harvey.George@dph.state.ma.us>; Salemi, Charles (DPH) <Charles.Salemi@dph.state.ma.us>
Subject:

Drug Laboratory QA/QC Meeting, 11-05-03

Present: Margaret DiNatale, Nancy Tisei, Sonja Farak, Peter Piro
Minutes prepared by P. Piro

- 1) GC/MS tunes and I.R. quality control were checked and signed off by Margaret DiNatale.
- 2) Balance QC was checked and signed off by Nancy Tisei.
- 3) The 1 mg weight for the balance QC was lost and will not be replaced. The 3 mg measurement will be omitted
in future checks and the first reading will start at 2 mg where applicable. New balance QC sheets will be prepared
for the beginning of 2004 incorporating this correction. No other revisions will be made for 2004.
- 4) QC for the Perkin Elmer 1420 IR will be performed on a monthly basis. If samples are ever tested using this instrument, QC will be performed on a weekly basis.
- 5) The absorbance of a blank on the UV is small but measureable. The fourth point for the UV linearity check will incorporate this actual reading for November 2003. Its impact, if any, will be discussed at the next meeting.
- 6) Margaret will bring up the status of the drug lab hoods at the next facility meeting. Margaret requested Charles Salemi e-mail Brian Abbott and Howard Lefkin about the status of the engineering study.